



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

SFIM-OP-M

NOV 19 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Management Agency CONUS Support Base Services Indefinite Delivery Indefinite Quantity Contract

1. PURPOSE: To provide HQs IMA, IMA Regions, and IMA garrisons information and policy concerning CONUS Support Base Services Indefinite Delivery Indefinite Quantity Contract initiatives.

2. APPLICABILITY: This policy applies to all CONUS IMA Regions and garrisons that provide support to current mobilization efforts.

3. POLICY:

a. IMA has partnered with the Army Contracting Agency to provide consolidated contractual instruments for use by IMA garrisons in support of the Global War on Terrorism. Army Contracting Agency and IMA agreed to a contract acquisition strategy that provides the continuous and consistent garrison augmentation support to mobilization required when current Garrison Support Units and other CONUS Support Base units are released from active duty. There will be two regional suites of Indefinite Delivery Indefinite Quantity task order contract awards that will cover all CONUS Support Base Services requirements. Task orders against the contract suite will begin to deliver services on or before January 2005. Use of these contract vehicles is mandatory for all CONUS IMA Power Projection Platforms and Power Support Platforms. The CONUS Support Base Services Contract will be used when short-term contract solutions expire. This is estimated to be January-February 2005.

b. Those garrisons not having Garrison Support Units but having similar requirements may issue task orders against the CONUS Support Base Services Contracts on an "as needed" basis. In these cases, Regions must approve use of these contracts.

4. PROCEDURES:

a. A Contracting Officer's Representative (COR) will be designated for each garrison CONUS Support Base Services Contract task order issued under this initiative. The local garrison commander must nominate the COR to the Directorate of Contracting for approval and written designation. The designation letter will outline the duties and

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authority of the COR. Local CORs will ensure contractor performance documentation and reports are provided to the appropriate Director of Contracting for monitoring purposes.

b. The Army Contracting Agency will provide the local contracting offices with specific task ordering and quality assurance surveillance instructions at the time the contracts are awarded.

c. The Indefinite Delivery Indefinite Quantity contracts will feature decentralized task order execution at the garrison level and centralized funding at IMA level.


d. Garrisons must obtain a contract extension from the local Directorate of Contracting for current short-term contract or contract modifications when a period of transition is required beyond the base award period. If a contract cannot be extended for a partial year, to cover transition until award of task order under the CONUS Support Base Contract, then the Region Director must approve a request for exception to this policy. The request must be coordinated with the local Director of Contracting and contain sufficient rationale and documentation to allow a fair evaluation of the request.

e. Additional exceptions to this policy may be requested to meet local mission requirements. The procedures for requesting an exception are the same as in paragraph 4d above.

f. Region Directors will provide a current listing of all exceptions reviewed during the fiscal quarter with resolution status delineated. The report is due to the IMA Headquarters Ops/Mob Branch NLT the 15th of the month following the end of the FY quarter.

g. OCONUS garrisons will continue to provide mobilization support through current means.

5. PROPONENT: The IMA Operations/Mobilization Branch is the proponent for this policy. The IMA POC for this action is Mr. Ernie Dumlao, DSN: 332-1524, Commercial: 703-602-1524, Email: hernani.dumlao@hqda.army.mil.


RONALD L. JOHNSON
Major General, GS
Director

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Delivery Indefinite Quantity Contract

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